

Local Rule 5-5 – Orders and Judgments in Cases Filed Electronically

(a) Court Will File Electronically. The court will file electronically any papers it issues. Doing so will constitute entry on the clerk’s docket under Fed. R. Civ. P. 58 and 79.

(b) Notice of Order or Judgment.

(1) A notice of electronic filing will be generated and emailed to all ECF users who have appeared in a case immediately after an order or judgment is entered in that case. Issuance of the notice of electronic filing constitutes notice as required by Fed. R. Civ. P. 77(d)(1).

(2) If a party is represented by multiple attorneys from the same law firm and one or more is an ECF system user, notice of entry of an order or judgment in a case assigned to the ECF system will be transmitted only to the ECF system user. The clerk will send notice of the order or judgment to any party in the case that is not represented by at least one attorney using the ECF system. The clerk need not send any other notice of the order or judgment.

(c) Electronically Filed Orders. The court must file orders electronically. The court may issue orders signed electronically without an original signature or as “text-only” entries on the docket without an attached paper.

(d) Proposed Orders from Parties. A party must include a suitable form of order with any paper that requests the judge or the clerk to enter a routine or uncontested order. A party electronically filing a proposed order—whether voluntarily or because required by this rule— must convert the order directly from a word processing program and file it as an attachment to the paper it relates to. Proposed orders must include in the lower left-hand corner of the signature page a statement that service will be made electronically on all ECF-registered counsel of record via email generated by the court’s ECF system, without listing all such counsel. A service list including the name and postal address of any *pro se* litigant or non-registered attorney of record must follow, stating that service on the listed individuals will be made in the traditional paper manner, via first-class U. S. Mail.

(e) Other Papers Requiring a Judge’s Signature. A party electronically filing any other paper that requires a judge’s signature must do so consistent with the *CM/ECF Policies and Procedures Manual*.

Note: Effective January 1, 2012, former Local Rule 5.9 is combined with former Local Rule 5.1(a)(5) and former Local Rule 5.12 to create new Local Rule 5-5.